



4.10 BOOKING OF UNIVERSITY SPACE & FACILITIES

WILFRID LAURIER UNIVERSITY

Waterloo | Brantford | Kitchener | Toronto

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| Approving Authority: | President |
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| Office of Accountability: | Vice-President: Academic & Provost |
| Administrative Responsibility: | Office of the Registrar/Performance Facilities |

I. General

University space and facilities are primarily for the academic and related activities of the university. Occasionally, space not required for university purposes may be made available for other uses that are not in conflict with and do not interfere with university operations.

This policy does not apply to the booking of university residence bedrooms.

II. Priorities for Allocating Space and Facilities

Space and facilities will be allocated according to the following order of priority:

- A. Academic activities and events, including classes, seminars, laboratories, tutorials, convocations and Board and Senate activities.
- B. Examinations and tests.
- C. Meetings, guest lectures, and events related to academic activities.
- D. Non-academic meetings and other functions sponsored by a university department or organization, related to the life of the university, and involving faculty, staff, or students.
- E. Events and activities sponsored by the Wilfrid Laurier University Alumni Association (WLUAA) and recognized alumni groups and chapters.
- F. Events and activities arranged through Laurier's Conference Services. These events and activities are subject to the conditions listed under IIG.
- G. Events and activities, such as conferences, meetings, conventions and seminars, sponsored by non-university organizations or individuals.
 1. Non-university organizations are those not recognized by the university, the Wilfrid Laurier University Students' Union (WLUSU), the Wilfrid Laurier University Graduate Students' Association (WLUGSA), or the WLUAA as organizations within the university structure.
 2. Non-university organizations and individuals may use the university's space and facilities when not needed for any university purposes.
 3. These uses will be authorized only if they do not in any way conflict with existing university programs, policies, regulations or values.
 4. These organizations or individuals may not represent themselves or their events as associated with the university.
 5. Non-university organizations and individuals may be subject to fees, as discussed in section IV.

III. Booking Procedures

A. Space and facilities, except as noted, must be booked through the university Examinations, Scheduling and Bookings Department in the Office of the Registrar. Requests for space can be done via a Booking Form on the Class Scheduling and Examination web pages. Certain areas are booked by other university departments. Contact the Examinations, Scheduling and Booking Department for more information.

B. Approved university offices may have direct access to the university's booking system. With this procedure reservations for one-time events go directly into the data base giving immediate confirmation of the bookings. This service is available to selected offices on campus upon approval of the Office of the Registrar.



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C. Academic activities, including examinations and tests:

- Academic departments are responsible for submitting timetables listing all their courses and space requirements to the Examinations Scheduling and Bookings Department of the Office of the Registrar by the appropriate dates. The Examinations Scheduling and Bookings department in the Office of the Registrar will allocate space for course offerings.
- When the master timetable has been established for the academic term requests for changes will be accommodated where possible.
- Requests for space for tests and examinations, other than those scheduled by the Office of the Registrar, must be submitted as early as possible, preferably before the start of a term. Many of these requests are handled through user access and permission from the Examinations Scheduling and Bookings Department of the Office of the Registrar.

D. Other university and WLUA space and facility requests are made to the Examinations Scheduling and Bookings Department in the Office of the Registrar or appropriate department. The request must include a full description of the space, facilities and services required and the proposed use.

E. Non-university organizations and individuals book facilities and space through the Examinations Scheduling and Bookings Department in the Office of the Registrar, or appropriate department. Non-university organizations will be required to sign the appropriate rental agreement form for the space or facilities booked.

F. In the May 1 to August 31 period preference for the use of space other than that booked under priorities IIA and IIB and other research space will be given to conferences booked through Conference Services. Conference Bookings requests are sent in for space as early as January each year for the summer months.

G. Bookings for priority IID, IIE, IIF, and IIG events for the next academic year (September 1 - August 30) will not be confirmed until the setting of academic dates for the next academic year. Academic dates are usually set at the November Senate meeting.

H. Bookings for priority IID, IIE, IIF, and IIG events beyond the current academic year and (after December 1) beyond the next academic year may only be made with the approval of the vice-president: academic.

IV. Charges for Space

A. Categories of User Groups

1. Academic and General University Users

There will be no charges to university departments and student organizations for the use of space. There will be charges, however, for deploying of staff for duties outside of normal responsibilities; services such as food, refreshments, and equipment rental; and for special set-up and unusual maintenance costs.

2. The WLUA and recognized alumni groups/chapters will be charged for set up and other university services, but there will be no rental fee for space.

3. Non-University Organizations

a. Affiliated organizations

Affiliated organizations are those non-profit educational, cultural, professional or social service organizations, which have an established direct academic or administrative relationship with the university. These organizations have goals and objectives similar to those of the university. For these organizations there will be charges for set-up and other university services, but rental fees for space may be waived unless an admission or registration fee is charged.

The president, or delegate, shall approve non-university organizations as affiliated, based on recommendations from the university community. The University Secretariat will maintain a list of approved affiliated non-



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University organizations.

b. Non-Affiliated Organizations

This category includes those organizations which have no special or direct academic or administrative relationship with the university. There will be a rental fee for the use of the facilities and charges for set-up and all other services provided.

B. Rental Fees

All rental fees and charges for associated services will be recommended by the university area responsible for the space and facility booked. All rental fees will be approved annually by the president, or delegate.

C. Rental Revenue Earned

All rental revenue is to be paid to the university. After deduction of labour and other specific charges included in the rental agreement, the allocation of the remaining rental revenue between the unit responsible for the facility rented and the university will be approved annually by the president, or delegate.

Normally the university will retain 30% of the rental revenue to offset costs incurred centrally in scheduling and providing the space and facilities. The balance will be allocated to the unit responsible for the facility to offset their costs in providing and maintaining the space and facility. This allocation took effect September 1, 1999.

V. Space and Facility Information

A. Information on space and facilities that can be booked is available from the Examinations Scheduling and Bookings Department in the Office of the Registrar. Some facilities have specific regulations and restrictions.

B. Most lounges are for the use of designated sectors of the university community and booking is restricted. Further information is available from the Examinations Scheduling and Bookings Department in the Office of the Registrar.

C. Some facilities and space are not open for bookings but further information is available by calling the Office of the Registrar, Examinations Scheduling and Bookings Department, Ext. 6098 or 6370.

VI. Additional Information

A. Facilities should be booked as early as possible to allow sufficient time for planning and set-up arrangements.

B. For all functions on campus involving the sale, service, or consumption of alcoholic beverages, a bar service application form must be submitted to the manager of Food Services. The applicant must be a full-time faculty or staff member and must supervise the function at all times. (See policy 4.4, Alcoholic Beverages). Food Services would appreciate ten days notice if the request for alcoholic beverage service requires receiving permission for the extension of our liquor license to a facility or area that is not normally licensed, or if a special order is required for the event. Otherwise, applicants should give a minimum of five days notice to allow for staff scheduling, ensuring appropriate stock is on hand, and other arrangements.

C. Groups and individuals using university facilities will be responsible for the care and maintenance of the facility booked. A charge will be levied for clean-up that may be required over and above regular custodial services. Costs for the repair of damages that may occur to a facility as a result of use will be charged to the group or individual booking the facility.

D. Groups and individuals abusing the above booking privileges may forfeit their right to future use of facilities.

E. Contracts for booking of space and facilities must comply with policy 5.5 Signing Authority for Services Other than Teaching Provided by the University.

F. Campus parking for visitors is limited. A space or facility booking does not mean that parking will also be



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made available. Those booking space for an event, particularly for periods when classes are held, should ensure that campus visitors are aware of where they may park. Visitor parking information is available from Laurier's Parking Services.